

APPROPRIATIONS COMMITTEE

Meeting Minutes

For the Meeting Held On March 24, 2015

Meeting Time : 6:30 pm

Location : Council on Aging Conference Room – 328 N. Main St. East Longmeadow, MA

Meeting Posted On: **Day:** Wednesday **Date:** 3 / 11 / 2015
(48 hrs required)

Is Meeting Being Recorded by Digital Recorder: Yes X No _____
The Minutes of this Meeting are being taken by: Marge Larocca

Committee Members: (check if attended)

Eric Madison	✓	Russell Denver	✓	James Broderick	✓	James Walsh	✓
Dawn Starks	✓	Rocco Carabetta	✓	Sam Pizzanelli	✓	Sara Menard	✓

Attendees: Susan Peterson, Charles Gray, Diane Tiago, Angela Thorpe, Don Maki, Daniel Hellyer, Maureen Tyburski, Edward LaGue, Anthony Curto, James Sheils, Marge Larocca

Did the Chair release any prior Executive Session Minutes?
Dates of Executive Session Released :

Yes		No	x
-----	--	----	---

TOPIC / MATTER #1

Budget Review – Board of Library Trustees

Summary of Matter Discussed :

- The Chairman welcomed the Board of Library Trustees to the meeting.
- The Library Director gave a description of the Library's FY16 Proposed Budget. She stated that the budget request was kept to the Appropriations Committee guidelines and it is at an overall 1% increase. She explained that the majority of the budget is personnel and that there have been savings due to retirements.
- The Director gave an explanation of the requirements needed to receive state aid. Discussion followed about the formula of state aid for libraries.
- The Director stated that a supplemental budget was not submitted.
- A motion was made to approve the submitted 1%, \$3,806 increase above last years' funding for the Library. The motion was seconded and all were in favor.

Documents or Exhibits for this Matter:

- None

Votes Taken Under this Matter :

- A motion was made to approve the submitted 1%, \$3,806 increase above last years' funding for the Library. The motion was seconded and all were in favor.

TOPIC / MATTER #2

Budget Review – East Longmeadow Cable Access Television

Summary of Matter Discussed :

- The Chairman welcomed the ELCAT Director to the meeting. The Director explained that in prior years the ELCAT budget had been handled through the Accounting Department. He then gave a description of the information in the base budget.
- The Director followed with an explanation of the increases shown in the supplemental budget. He gave an explanation of the current structure and work-load of the department and talked about long range objectives for ELCAT. The Director spoke about the cable access revolving fund and explained that it is funded by the cable provider.
- Discussion followed about the cable access third channel. The Director spoke about a plan that's in place to utilize the Birchland Park studio for the third channel. Discussion followed about the uses allowed with funding through revolving funds.
- The Director stated that the base budget is a 2% increase and the supplemental is a 17% increase.
- A motion was made to approve the ELCAT FY16 base and supplemental budgets. The motion was seconded and all were in favor.
- Selectwoman Thorpe noted that the third channel program would allow students to transition to the High School studio.

Documents or Exhibits for this Matter:

- None

Votes Taken Under this Matter :

- A motion was made to approve the ELCAT FY16 base and supplemental budgets. The motion was seconded and all were in favor

TOPIC / MATTER #3

Review Warrant Articles

Summary of Matter Discussed :

- The Chairman gave a description of the articles in the draft of the Annual Town Meeting Warrant. He explained that there are three options listed for Article 25, and the Board of Selectmen will be choosing one to present at Town Meeting.
- Discussion followed about presenting articles at Town Meeting.

Documents or Exhibits for this Matter:

- None

Votes Taken Under this Matter :

- None

TOPIC / MATTER #4

Budget Review – Building Department

Summary of Matter Discussed :

- The Chairman welcomed the Building Commissioner to the meeting and asked him to give a description of his FY16 budget. The Commissioner stated that he wasn't pleased to be at the meeting and that a 2% budget increase doesn't allow for wage increases. He talked about the salary increases that he wants to make in his department. Mr. Curto gave a description of his workload and wages as plumbing inspector. The Chairman asked about wages for comparable communities for their inspectors, and asked if the Commissioner had requested increases through the Board of Selectmen.
- The Chairman explained that requests for budget increases have to go through the Board of Selectmen first before the Appropriations Committee can review them. He added that the Committee has not received anything from the Board of Selectmen for increases in the Building Department's budget. He also stated that the department's clerical position is under the Town Employees Union, and the Appropriations Committee doesn't handle re-grades of positions.
- The Commissioner spoke about expenses for continuing education, mileage & wireless communication, and gave a description of phone service.
- Selectwoman Thorpe stated that this information hasn't been brought before the Board of Selectmen and the Commissioner confirmed that it wasn't put into his budget. The Town Accountant stated that the base budget has been approved by the Board of Selectmen but not the supplemental budget.
- Discussion followed about inspection fees & revenue generated by them. The Commissioner was instructed to supply revenue data for inspections over the last three years and for inspectors' wages for surrounding communities.
- The Chairman stated that if the Appropriations Committee is to support increases, they have to first be endorsed by the Board of Selectmen.

Documents or Exhibits for this Matter:

- None

Votes Taken Under this Matter :

- None

TOPIC / MATTER #5

Review Budget Submissions

Summary of Matter Discussed :

- The FY16 *#292-Animal Control Officer Budget* was reviewed. The Town Accountant gave a description of the changes made in the budget and stated that the Board of Selectmen have voted to recommend the supplemental budget. A motion was made to approve the Animal Control base budget & supplemental budget as presented and recommended by the Board of Selectmen. The motion was seconded. Discussion followed. The vote was five in favor, and two abstained.
- The FY16 *#519-Board of Health Budget* was reviewed. It was decided that the budget recommendation will be made after data for comparable communities is received.
- The FY16 *Human Resources Budget* was reviewed. It was determined by majority that there is not enough information and that a plan isn't in place. A motion was made to not recommend the FY16 Human Resources Budget. The motion was seconded. The vote was six in favor and one opposed.
- The FY16 *#122 Board of Selectmen Budget* was reviewed. A motion was made to recommend the FY16 Board of Selectmen's base & supplemental budgets. The motion was seconded and discussion followed. All were in favor.

- The FY16 #151 *Legal Services Budget* was reviewed. A motion was made to approve the FY16 Legal Services Budget. The motion was seconded and all were in favor.
- A motion was made to approve the FY16 #543 *Veterans Budget*. The motion was seconded and all were in favor.
- Discussion began about the increase in the line item for radios in the *FY16 #199 Emergency Preparedness Budget*. It was suggested to reduce the budget amount by \$5,000.00. A motion was made to approve the FY16 Emergency Preparedness Budget with new amount of \$5,302.00. The motion was seconded and all were in favor.
- Discussion followed about the Celebrations budget and it was noted that the budget would be reduced by \$17,500 because of the warrant article for the July 4th parade.
- The *FY16 #220 Fire Department Budget* was reviewed. Discussion followed about the base budget and the supplemental budget. Selectwoman Thorpe stated that the Board of Selectmen had voted to support the base budget and the supplemental budget for the Fire Department. A motion was made to approve the FY16 Fire Department base budget & supplemental budget. The motion was seconded. The vote was six in favor and one abstained.
- Discussion began about the School Department budget, It was decided that the Appropriations Committee will vote on their recommendation of the budget once additional information is received.
- A motion was made to recommend the base budget of the *FY16 Police Department*. The motion was seconded and all were in favor.

Documents or Exhibits for this Matter:

- FY16 Budget Submittals

Votes Taken Under this Matter :

- A motion was made to approve the Animal Control base budget & supplemental budget as presented and recommended by the Board of Selectmen. The motion was seconded. Discussion followed. The vote was five in favor, and two abstained.
- A motion was made to not recommend the FY16 Human Resources Budget. The motion was seconded. The vote was six in favor and one opposed.
- A motion was made to recommend the FY16 Board of Selectmen's base & supplemental budgets. The motion was seconded and discussion followed. All were in favor.
- A motion was made to approve the FY16 Legal Services Budget. The motion was seconded and all were in favor.
- A motion was made to approve the FY16 #543 *Veterans Budget*. The motion was seconded and all were in favor.
- A motion was made to approve the FY16 Emergency Preparedness Budget with new amount of \$5,302.00. The motion was seconded and all were in favor.
- A motion was made to approve the FY16 Fire Department base budget & supplemental budget. The motion was seconded. The vote was six in favor and one abstained.
- A motion was made to recommend the base budget of the *FY16 Police Department*. The motion was seconded and all were in favor.

TOPIC / MATTER #6

Capital Planning Projects

Summary of Matter Discussed :

- Mr. Carabetta gave a brief review of a recent Capital Planning Meeting regarding the Town Hall renovations. He stated that the renovation for the elevator was approved by the Planning Department but had never been before the Planning Board. He said that the Capital Planning Committee wasn't aware that Town Hall renovations had to be approved by the Planning Board and added that the previous renovations to Town Hall had been done in violation of a special permit.
- Mr. Carabetta stated that the Capital Planning Committee endorsed the Town Hall project prior to receiving all the facts.
- The Chairman stated that the Appropriations Committee has generally taken the recommendations of the Capital Planning Committee. Mr. Carabetta stated that the Capital Planning Committee will meet and re-vote on the project.
- The Chairman stated that there is a warrant article for the Town Hall electrical project, and if it's included in the Town Hall renovation plan, then the article will be pulled.
- The Chairman stated that the Appropriations Committee will look to the Capital Planning Committee's recommendations for projects and will deal with the funding afterwards. He followed with a description of funding for projects.

Documents or Exhibits for this Matter:

- None

Votes Taken Under this Matter :

- None

TOPIC / MATTER #7

Meeting Minutes – March 17, 2015

Summary of Matter Discussed :

- The Meeting Minutes for March 17, 2015 were reviewed. A motion was made to accept. The motion was seconded and all were in favor.

Documents or Exhibits for this Matter:

- March 17, 2015 Appropriations Committee Meeting Minutes

Votes Taken Under this Matter :

- The Meeting Minutes for March 17, 2015 were reviewed. A motion was made to accept. The motion was seconded and all were in favor.

8:38 PM: Motion to Adjourn

Next Meeting: March 31, 2015 – 6:30PM – Media Room – Conference Room

MEETING FOLLOW UP:
Review Building Budget
Review Sources & Uses
PRIOR MEETING NOTES:
Note: Set date for Auditor's budget forum
Committee Goals :
Health Insurance Plan Designs
Health Insurance for part-time Elected Officials
Meal Tax generation
Professional Development Class
Increase OPEB Appropriation
Establish a Capital Planning Budget